

APPENDIX E

MILSCAP VALIDATION CRITERIA

A. PURPOSE

1. The Military Standard Contract Administration Procedures (MILSCAP) , DoD Manual 4000. 25-5-M, prescribes uniform procedures, rules, data elements, codes, formats, and time standards concerning the interchange of contract related information between and among DoD Components.

2. This appendix provides detailed validation criteria which will form the basis for accepting or rejecting data into the internal operating systems of the Services/Agency.

B. SCOPE

These criteria will be utilized by the Services/Agency whenever the transactions cited herein are prepared. The preparing (originating) organization is responsible for validating the various data which make up the MILSCAP records. Validation and correction is to be performed by the originator prior to transmission of MILSCAP records.

C. IMPLEMENTATION

The provisions of this appendix will be implemented concurrent with the implementation of applicable segments of MILSCAP.

D. GENERAL

Listed below are the detailed validation criteria for each transaction in the initial contract abstract and the follow-on transactions, as well as instructions for validating contract modification abstracts. Since the originating activity is responsible for the data validation and corrective action thereto prior to release of the MILSCAP records, the internal systems should be designed to reject erroneous data and reinput corrected data based upon these criteria. Receivers of MILSCAP records may also choose to use these validation criteria. Rejection of erroneous

data by the receiver will necessitate research and corrective action by the receiver when possible. The originator of the data should be advised by message or letter whenever the receiver corrects the data. In the event the correction cannot be made at the data receiving site because it requires contractual corrective action by the originator a notification to the originator and request for action will be made.

E. VALIDATION CRITERIA

1. The entire abstract will be checked, record for record, and all errors identified before reporting erroneous conditions to the originator.

2. Reject all transactions (PAB thru PAH) on basic abstracts when a PAA is not included. Reject all transactions (PAA thru PAH) when the PIIN/SPIIN is not formatted correctly.

3. All PA transactions must equal the total quantity (record count) shown in-record positions (rp) 77-80 of the PAA, except when the count exceeds 9,999. Then, only the last four positions are transmitted. If the quantity in rp 77-80 of the PAA record does not equal all PA transactions, reject all PA transactions for that PIIN/call/order.

4. Reject all transactions (PBA thru PBH) when a PBl is not included.

5. All PB transactions must equal the total quantity (record count) shown in rp 77-80 of the PBl, except when the count exceeds 9,999. Then, only the last four positions are transmitted. If the quantity in rp 77-80 of the PBl record does not equal all PB transactions, reject all PB transactions for that PIIN/call/order.

6. When letter type contracts are definitized, rp **62 of the** PBB must indicate the Kind of Contract.

7. Reject all transactions (PEA thru PEH) on error correction abstracts when a PE1 is not included.

8. All PE transactions must equal the total quantity (record count) shown in rp 77-80 of the PE1, except when the count exceeds 9,999. Then, only the last four positions are transmitted. If the quantity in rp 77-80 of the PE1 record does not equal all PE transactions, reject all PE transactions for that PIIN/call/order.

9. PB_ and PE_ transactions can be accepted with an X-overpunch in rp 10 or 11:

a. When an X-overpunch is present in rp 10, noncontrol fields may be left blank.

b. When X-overPunch is present in rp 11, all data fields must be filled. For modifications, the fields may be filled with X's for deleting data from the master files.

10. PB transactions correcting a modification can have an X-overpunch in the units position of any quantity or amount field (excluding unit price) to denote a decrease.

APPENDIX E1

ADMINISTRATIVE DATA RECORD #1

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--------------------------------------|--------------------------------|---|
| Document Identifier | 1-3 | PAA, PBA, or PEA. |
| PIIN: | 4-16 | |
| Purchasing Office | (4-9) | A six position DFARS, appendix N code. |
| Fiscal Year | (10-11) | Numeric. (NOTE : A possible X-overpunch in rp 10 (to delete) or in rp 11 (to add) when chang- ing control data. See chapter 4.) |
| Type of Instrument | (12) | A, C-H, K-M, P, S, V, or W. |
| Serial Number | (13-16) | Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used. |
| SPIIN: | 1,7-22 | |
| Call/Order Number | (17-20) | If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, rp 17-20 is blank. |
| Call/Order Modification Number | (21-22) | Must be blank in the PAA record. The PBA and PEA records may be any combination of alphanumerics. I and O cannot be used. |

| <u>Data Element Name</u> | <u>Record Position(s)</u> | <u>Data Entries</u> |
|--|---------------------------|--|
| Contract Modification Number | (17-22) | Must be blank in the PAA record. In the PBA and PEA records, when Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P and rp 18-22 must be alphanumeric. |
| Effective Date or Order Date: | 23-29 | May be blank in the PBA and PEA records. The PAA record must be structured as shown below. |
| Year | (23-24) | Numeric. |
| Month | (25-27) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP , OCT, NOV, DEC. |
| Day | (28-29) | Applicable day for the month in rp 25-27. |
| Reserved | 30-44 | Blank. |
| Defense Priorities and Allocations System (DPAS) : | 45-48 | May be blank in the PBA and PEA records. The PAA record must be structured as shown below. |
| Rating Prefix | (45-46), | DO, DX, 9 blank, or N blank. If DX, then rp 70 of P_B record must contain a code A. |
| Program Identification | (47-48) | Blank when rp 45-46 is either 9 blank or N blank; otherwise, must be A1, A2, A3, A4, A5, A6, A7, B1, B8, B9, C2, C3, c8, C9, D1, D2, D3, E1, E2, E3, F1, F2, F3, G1, G2, G3, H1, H2, H3, H4, H5, H6, H7, J1, K1, N1. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|----------------------------|--|
| Identity Code: Issued By | 49-54 | May be blank in the PBA and PEA records. The PAA record must be a valid Department of Defense Activity Address Code (DoDAAC) . |
| Identity Code: Administered By | 55-60 | May be blank in the PBA and PEA records. The PAA record must be a valid DoDAAC. Verify that the CAO code is in agreement with the CAO code listed in the CAGE file for the contractor code in rp 63-67. |
| Indicator: Partial Abstract | 61 | Blank or 9. |
| Identity Code: Contractor 1/ | 62-67 | Rp 62 must be blank. Rp 63-67 may be blank in the PBA and PEA records; the PAA record must be a valid CAGE code. Verify that the CAGE code and DoDAAC in rp 55-60, are proper, i .e. , administration point is valid for contractor specified. |
| Identity Code: Contractor Facility 1/ | 68-73 | Rp 68 must be 9 or blank. Rp 63-67 may be blank in the PBA and PEA records. In the PAA record when rp 68 is 9, then 69-73 must be blank; if 68 is blank, then 69-73 may be either blank or a valid CAGE code. |

1/ The CAGE structure consists of a five position code. For MILSCAP abstract coding, these entries must be preceded with a blank in the high order position.

| <u>Data Element Name</u> | <u>Record Position(s)</u> | <u>Data Entries</u> |
|-------------------------------|-------------------------------|--|
| Type of Business | '74 | May be blank in the PBA and PEA records. The PAA record must be: A, B, C, D, F, L, M, N, P or Z. |
| Indicator: FMS Requirement | 75 | Blank or 1. |
| Reserved | 76 | Blank. |
| Numbering: Record Count | 77-80 | May be blank in the PBA and PEA records. The PAA record must be numeric. |

APPENDIX E2

ADMINISTRATIVE DATA RECORD #2

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|---------------------------------|--------------------------------|---|
| Document Identifier | 1-3 | PAB, PBB, or PEB . |
| PIIN | 4-16 | Must agree with the related P_A record. |
| SPIIN | 17-22 | Must agree with the related P_A record. |
| Discount Terms | 23-37 | May be blank in the PBB and PEB records. The PAB record must be as follows: rp 23-34 may be numeric or blank; rp 35-36 may be numeric or N blank; rp 37 may be blank or 9 ; and if 23 is N, then rp 24-37 must be blank. Rp 23-34 may be blank with numerics in rp 35-36 and blank in rp 37. |
| Identity Code: Paying Office | 38-43 | May be blank in PBB and PEB records. In the PAB record it must be a valid DoDAAC; or 9 in rp 38 and blank in rp 39-43. |
| Indicator: Fast Pay | 44 | F or blank. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|--------------------------------|--|
| Amount: Total Amount of Contract ^{1/} | 45-54 | May be blank in PBB and PEB records. The PAB record must be a numeric value with a possible X-overpunch in rp 53 or 54. If this amount is less than the sums of the Obligated Amounts contained in related P_E/P_H records, it may be erroneous and must be reviewed against the hard copy contract prior--to transmission of the abstract. |
| Date of Signature: | 55-61 | May be blank in the PBB and PEB records. The PAB record must be structured as shown below. |
| Year | (55-56) | Numeric, current or prior year. |
| Month | (57-59) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC |
| Day | (60-61) | Applicable day for the month in rp 57-59. |
| Kind of Contract | 62 | May be blank in the PBB end PEB records. The PAB record must be 0-3 or 5-9. |
| Type of Contract | 63 | May be blank in the PBB end PEB records. The PAB record must be A-C, J-M, R-W, Y, Z or blank. If blank, then the Total Amount of Contract, rp 45-54 of this record, and Total Item Amount, |

^{1/} An X-overPunch in rp 53 indicates the Total Amount of Contract exceeds \$99,999,999.99 and must be followed by an identical P_B, except with a code T in rp 45, and the additional overflow amount. An X-overPunch in rp 54 denotes a decrease.

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|---|--------------------------------|---|
| | | rp 65-74 of the related P_E record, must be zero filled or N blank, respectively. |
| Identity Code: Abstract Recipient ADP Point | 64-69 | May be blank in PBB and PEB records. The PAB record must be a valid DoDAAC for the ADP point of the CAO in rp 55-60 of PAA record. |
| Criticality Designator | 70 | May be A, B, C, or blank in PBB and PEB records. The PAB record must be an A, B, or C. When rp 45-46 of the related P_A transaction is DX, the entry must be an A. |
| Indicator: Contract Administrative Functional Limitations | 71 | Blank or 3. |
| Reserved | 72-74 | Blank. |
| Special Contract ^{2/} Provisions | 75-79 | Rp 75-79: blanks; or rp 75: A-H, J-N, or P-R, and rp 76-79: zeros; or rp 75-76 each: A-H, J-N, or P-R, and rp 77-79: zeros; or rp 75-77 each: A-H, J-N, or P-R, and rp 78-79: zeros; or rp 75-78 each: A-H, J-N, or P-R, and rp 79 zero: or rp 75-79 each: A-H, J-N, or P-R. |
| Reserved | 80 | Blank. |

^{2/} If codes L, M, or P are reflected, Contract Abstract Supplies Schedule Data (P G records) do not have to be submitted with the initial abstracts.

000000

APPENDIX E3

ACCOUNTING CLASSIFICATION DATA RECORD

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|---------------------------------------|----------------------------|---|
| Document Identifier | 1-3 | PAC, PBC, or PEC. |
| PIIN | 4-6 | Must agree with the related P_A record. |
| SPIIN | 17-22 | Must agree with the related P_A record. |
| ACRN | 23-24 | May be blank in the PBC and PEC records. The PAC record must be alphanumeric c; cannot have a duplicate ACRN within a contract. I and O cannot be used. |
| Accounting Classification Data: | 25-74 | May be blank in the PBC and PEC records. The PAC record must reflect the data in the contract and should agree with appendix B criteria. |
| Appropriation: | [25-34] | Must be authorized Appropriation Data and structured in accordance with appendix A12. |
| Department Identity | (25-26) | |
| Transfer Department | (27-28) | |
| Appropriation Fiscal Year (Beginning) | (29) | |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|----------------------------|--|
| Appropriation Fiscal Year (Ending) | (30) | |
| Appropriation Fund | (31-34) | |
| Limit /Subhead | (35-38) | Must be an authorized Limit/Subhead. |
| Supplemental Accounting Classification | (39-74) | |
| Identity Code: Accounting Station | 75-80 | May be blank in the PBC and PEC records. In the PAC record, it must be a valid DoDAAC. Applies only when rp 25-26 is Department Code 21, 43, or 57; or when rp 25-26 equals Department Code 97 and Limit at ion/Subhead, rp 35-38, is 0100, 1301, 1302, 0200, or 5100 series. This field will be blank for Navy accounting stations. |

APPENDIX E4

ACCOUNTING CLASSIFICATION DATA TRAILER

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|---|--------------------------------|--|
| Document Identifier | 1-3 | PAD, PBD, or PED. |
| PIIN | 4-16 | Must agree with the related P_A record. CC 11 may contain an X-overpunch to indicate a new record. |
| SPIIN | 17-22 | Must agree with the related P_A record. |
| ACRN | 23-24 | Must agree with the related P_C record. |
| Special Reimbursable Provisions | 25-35 | A-H, J-M, P, T, Z, or blanks. Entries must be left justified with no duplications. |
| Reserved | 36-44 | Blank. |
| Amount: Obligated Amount ^{1/} | 45-54 | May be blank in the PBD and PED records. The PAD record must be a numeric value with a possible X-overPunch in rp 53 or rp 54. It can be zero filled if codes A-E, T, or blank are in rp 25-35 . If the sum of all Obligated Amounts is greater than the Total Amount of Contract contained in the related P_B record, it may be erroneous and must be reviewed against the |

^{1/} An X-overPunch in rp 53 indicates that the Obligated Amount exceeds \$99,999,999.99 and must be followed by another P_D record, except with a code T in rp 45, and the additional overflow amount. An X-overpunch in rp 54 denotes a decrease.

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|---------------------------------|--------------------------------|---|
| | | hard copy contract prior to transmission of the abstract. |
| Identity Code: Paying Office | 55-60 | Must be a valid DoDAAC when PAB rp 38 is code 9; otherwise, leave it blank. |
| Reserved | 61-80 | Blank. |

APPENDIX E5

SUPPLIES LINE ITEM DATA RECORD #1

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--------------------------|----------------------------|--|
| Document Identifier | 1-3 | PAE, PBE, or PEE. |
| PIIN | 4-16 | Must agree with the related P_A record. |
| SPIIN | 17-22 | Must agree with the related P_A record. |
| CLIN or ELIN: | 23-28 | |
| CLIN | (23-26) | 0001-9999 and any given number cannot be repeated for this type record within a given contract. |
| ELIN | (23-26,) | Rp 23 must be alpha and rp 24-26 may be any alphanumeric combination. I and O cannot be used. |
| CLIN/ELIN Subline | (27-28) | AA-ZZ or blank. This entry cannot be repeated within the CLIN/ELIN of rp 23-26 for a given contract. I and O cannot be used. |
| Stock Number: | 29-43 | May be blank in the PBE and PEE records. The PAE record must be as shown below. |
| Stock Number | (29-41) | If rp 29 contains "N, " the remainder of the field can be blank or contain a blank in rp 30 and the word "EXHIBIT" in rp 31-37 and the remainder of the field will be blank. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|---|--------------------------------|--|
| | | May contain code N in position 29, blank in 30, and the word "SERVICES" in rp 31-38. If rp 29 is code U, then rp 30-41 must be blank. Otherwise enter stock number or management control number. |
| Management Data | (42-43) | No validation required. |
| Quantity: Order Quantity ^{1/} | 44-51 | May be blank in the PBE and PEE records. The PAE record must be as follows: rp 44-51 each: 0-9 with a possible X-overpunch in rp 44. If rp 44 is code N or U, then rp 45-51 must be blank. Must be a valid entry when rp 54-64 is 9 blank. |
| Purchase Unit | .52-.53 | Alpha or blank. |
| Amount: Unit Price | 54-64 | May be blank in the PBE and PEE records. The PAE record must be as follows: rp 54-64 each, 0-9 with a possible X-overpunch in rp 54; or if rp 54 is code 9, C, N, or U, then rp 55-64: blank. When 9 blank is used, Order Quantity, rp 44-51, and Total Item Amount, rp 65-74, must be entered. |

^{1/} The Order Quantity must agree with the sum of the CLIN/ELIN related Delivery Schedule Quantities in the Supplies Schedule Data Record (DI Code P_G) or it will be considered erroneous except when rps 29-37 contain "N EXHIBIT" and there are no Supplies Schedule Data Records or Supplies Line Item Data Record #2 (DI Code P_F) required. An X-overpunch in rp 50 indicates the Order Quantity exceeds 99,999,999 and must be followed by another P_E record with a code T in rp 44 and the additional overflow quantity. An X-overPunch in rp 51 denotes a decrease.

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|---|--------------------------------|---|
| Amount Total Item Amount ² / | 65-74 | May be blank in the PBE and PEE records. The PAE record must be as follows: Unit Price, rp 54-64, times Order Quantity, rp 44-51, rounded to the nearest cent, equals Total Item Amount, rp 65-74. May be N blank, or have an X-overpunch in rp 65. The sum of all Total Item Amounts, rp 65-74, of all P_E and P_G records in the contract abstract must be equal to or less than Total Amount of Contract, rp 45-54, of the P_B record. If this sum is greater than the Total Amount of Contract, rp 45-54, in P_B record, it may be erroneous and must be reviewed against the hard copy contract prior to the abstract transmission. N blank when rp 63 of the PAB record is blank or when rp 54 contains code C. |
| Identity Code: Item or Project Manager | 75-80 | Must be a valid DoDAAC or blank. |

2/ An X-overpunch in rp 73 indicates that the Total Item Amount exceeds \$99,999,999.99 and must be followed by another P_E record with a code T in rp 65 and the additional overflow amount. An X-overpunch in rp 74 denotes a decrease.

APPENDIX E6

SUPPLIES LINE ITEM DATA RECORD #2

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|--------------------------------|---|
| Document Identifier | 1-3 | PAF, PBF, or PEF. |
| PIIN | 4-16 | Must agree with the related P_A record. |
| SPIIN | 17-22 | Must agree with the related P_A record. |
| CLIN or ELIN | 23-28 | Must agree with the related P_E record. |
| Text: Noun (Item Description) | 29-39 | No validation. |
| Part Number | 40-71 | No validation. |
| Procurement Quality Assurance (PQA) Site | 72 | May be blank in the PBF and PEF records. The PAF record must be D or S. |
| Acceptance Site | 73 | May be blank in the PBF and PEF records. The PAF record must be D or S. |
| Free on Board (FOB) Site (CLIN/ELIN Level) | 74 | May be blank in the PBF and PEF records. The PAF record must be D, S, or O. |
| Quantity Variance: Over | 75-76 | Rp 75 may be 0, 1, 2, 9, or blank and rp 76 may be A-H, numeric, or blank. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|-----------------------------|--------------------------------|--|
| Quantity Variance: Under | 77-78 | Rp 77 may be 0, 1, 2, 9, or blank and rp 78 may be A-H, numeric, or blank. |
| Reserved | 79-80 | Blank. |

APPENDIX E7

SUPPLIES SCHEDULE DATA RECORD

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|----------------------------|--------------------------------|---|
| Document Identifier | 1-3 | PAG, PBG, or PEG. |
| PIIN | 4-16 | Must agree with the related P_A record. |
| SPI IN | 17-22 | Must agree with the related P_A record. |
| CLIN or ELIN | 23-28 | Must agree with the related P_E record. |
| Identity Code: Ship-To | 29-34 | May be blank in the PBG and PEG records. The PAG record must be as follows: if B, D, P, K, or T in rp 29, do not validate, if code U in rp 29 and blank in 30-34, do not validate, otherwise, must be a valid DoDAAC. |
| Identity Code: Mark-For | 35-40 | If rp 35 is B, D, P, K, T, or Y, do not validate. Otherwise, must be a valid DoDAAC or blank. |
| Delivery Schedule Date: | 41-47 | May be blank in the PBG and PEG records. The PAG record must be as follows: code U in rp 41, with rp 42-47 blank; or |
| Year | (41-42) | Numeric year with a possible X-overPunch in rp 41. |
| Month | (43-45) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP , OCT, NOV, DEC. |
| Day | (46-47) | Applicable day for the month in rp 43-45. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|--------------------------------|---|
| Quantity: Delivery Schedule Quantity ^{1/} | 48-55 | May be blank in the PBG and PEG records. The PAG record must be as follows: if a code U is in rp 48, then rp 49-55 will be blank. No comparison to CLIN/ELIN Order Quantity is required. If other than U in rp 48, then rp 48-55 may be 0-9 with a possible X-overpunch in rp 48. A sum of all Delivery Schedule Quantities for a given CLIN/ELIN must be equal to the Order Quantity, rp 44-51 (for that CLIN/ELIN), of the related P_E record. If this sum is not equal, all the Delivery Schedule Quantities for the applicable CLIN/ELIN are considered erroneous, except for those abstracts in which the Administrative Data Record #2, rp 75-79, contains a Special Contract Provision code L, M, or P; then the sum of the schedules may be less than the Order Quantity of the line. |
| ACRN | 56-57 | May be blank in the PBG and PEG records. The PAG record must be as follows: if 9 or U in rp 56, then rp 57 is blank. If other than 9 or U in rp 56, then rp 56-57 must agree with an ACRN in rp 23-24, of a related P_C record. Control levels for |

^{1/} An X-overpunch in rp 54 indicates that the Delivery Schedule Quantity exceeds 99,999,999 and must be followed by another P_G record with a code T in rp 48 and the additional overflow quantity. An X-overpunch in rp 55 denotes a decrease.

T in rp 48 and the additional overflow quantity. An X-overpunch in rp 55 denotes a decrease.

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|-------------------------------|--------------------------------|---|
| | | this entry extend to destination (i. e., Ship-To/Mark-For) and Schedule Delivery Date. |
| Reserved | 58 | Blank. |
| Transportation Priority | 59 | May be 1, 2, 3, 4, or blank. |
| MILSTRIP Data: | 60-74 | Total field may be blank or val- idated as follows: |
| Service | (60) | A-H, J-N, P-W, Z, or O-9. |
| Requisitioner | (61-65) | Must be filled. |
| Ordinal Date: | [66-69] | |
| Year of Decade | (66) | o-9 . |
| Day of Year | (67-69) | 001-365 (366 for leap year) . |
| Serial Number | (70-73) | A-Z or O-9. |
| MILSTRIP Suffix | (74) | If filled, then rp 60-73 must be filled. |
| CLIN/Subline (for EXHIBIT) | 75-80 | |
| CLIN | (75-78) | Numeric if rp 23-26 contains ELIN . Otherwise, blank. Two different CLINs cannot be sub- mitted for the same alpha ELIN designator in rp 23-26. |
| Subline | (79-80) | AA-ZZ or blank. I and O cannot be used. Must be blank if rp 75-78 are blank. |

APPENDIX E8

SERVICES LINE ITEM DATA RECORD

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|--------------------------------|---|
| Document Identifier | 1-3 | PAH, PBH, or PEH. |
| PIIN | 4-16 | Must agree with the related P_A record. |
| SPIIN | 17-22 | Must agree with the related P_A record. |
| CLIN | 23-28 | Must agree with the related P_E record. |
| Text: Description of Services | 29-53 | No validation. |
| Procurement Quality Assurance (PQA) Site | 54 | May be blank in the PBH and PEH records. The PAH record must be code D or S. |
| Acceptance Site | 55 | May be blank in the PBH and PEH records. The PAH record must be code D or S. |
| ACRN | 56-57 | May be blank in the PBH and PEH records. The PAH record must be as follows: if 9 in rp 56, then rp 57 blank. If other than 9 in rp 56, then 56-57 must agree with an ACRN in rp 23-24, of a , related P_C record. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|--------------------------------|--|
| Service Completion Date: | 58-64 | May be blank in the PBH and PEH records. The PAH record must be as follows: if rp 58 is code U, then 59-64 is blank. Otherwise, as shown below. |
| Year | (58-59) | Numeric, with a possible X-over-punch in rp 58. |
| Month | (60-62) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP , OCT, NOV, DEC. |
| Day | (63-64) | Applicable day for the month in rp 60-62. |
| Amount: Total Item Amount ^{1/} | 65-74 | May be blank in the PBH and PEH records. The PAH record must be as follows: if rp 65 is code N or U, then rp 66-74 is blank. If other than code N or U in rp 65, then rp 65-74 each 0-9 with a possible X-overPunch in rp 65. If rp 63 of the P_B record is blank, then rp 65 will contain code N with the remainder of the field blank. Balancing criteria for this amount will be the same as for the Total Item Amount of the related P_E record. |
| Identity Code: Item or Project Manager | 75-80 | Must be a valid DoDAAC or blank. |

^{1/} An X-overpunch in rp73 indicates that the Total Line Amount exceeds \$99,999,999.99 and must be followed by another P_H record with a code T in rp 65 and the additional overflow amount. An X-overpunch in rp 74 denotes a decrease.

80-10-1
www

APPENDIX E9

ACKNO WLEDGMENT / CANCELLATION

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--------------------------------|--------------------------------|--|
| Document Identifier | 1-3 | PEK for Cancellation; or PFK for Acknowledgment. |
| PIIN: | 4-16 | Must match the contract number to which it applies. |
| Purchasing Office | (4-9) | A six position DFARS, appendix N code. |
| Fiscal Year | (10-11) | Numeric. |
| Type of Instrument | (12) | A, C-H, K-M, P, S, V, or W. |
| Serial Number | (13-16) | Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used. |
| SPIIN: | 17-22 | When required, it must match the master file for this procurement instrument. |
| Call/Order | (17-20) | If Type of Instrument (rp 12) is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, rp 17-20 is blank. |
| Call/Order Modification Number | (21-22) | Blank. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|---|--------------------------------|---|
| Identity Code: Abstract Recipient ADP Point | 23-28 | Must be a valid DoDAAC for the CAO that received the abstract. |
| Identity Code: Issued By | 29-34 | Must be a valid DoDAAC for the act ivit y that issued the abstract. |
| Text: Message | 35-52 | "CANCEL" for PEK record: "AB- STRACT RECEIVED" or "ABSTRACT CANCELED" for PFK record. |
| Transaction Date: | 53-57 | |
| Month | (53-55) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP , OCT, NOV, DEC. |
| Day | (56-57) | Applicable day for the month in rp 53-55. |
| Reserved | 58-80 | Blank. |

APPENDIX E10

MODIFICATION HEADER RECORD/ CORRECTION HEADER RECORD

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|-----------------------------------|--------------------------------|--|
| Document Identifier | 1-3 | PB1 for the Modification Header Record; or PE1 for the Correction Header Record. |
| PIIN: | 4-16 | Must match the contract number to which it applies. |
| Purchasing Office | (4-9) | A six position DFARS, appendix N code. |
| Fiscal Year | (10-11) | Numeric. |
| Type of Instrument | (12) | A, C-H, K-M, P, S, V, or W. |
| Serial Number | (13-16) | Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used. |
| SPIIN: | 17-22 | When required, it must match the master file for this procurement instrument. |
| Call/Order | (17-20) | If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, rp 17-20 is blank. |
| Call/Order Modification Number | (21-22) | Must be any combination of alphanumerics or blank. I and O cannot be used. |

DoD 4000.25-5-M

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|----------------------------|---|
| Contract Modification Number | (17-22) | If the Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P. Rp 18-22 must contain alphanumeric data. I and O cannot be used. |
| Effective Date of Modification: | 23-29 | May be blank in the PE1 record. In the PB1 record, structured as shown below. |
| Year | (23-24) | Numeric year. |
| Month | (25-27) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC. |
| Day | (28-29) | Applicable day for the month in rp 25-27. |
| Text: Modification Authority | 30-44 | No validation. |
| Reserved | 45-48 | Blank. |
| Identity Code: Issued By | 49-54 | Must be a valid DoDAAC. |
| Identity Code: Administered By | 55-60 | Must be a DoDAAC and agree with previously submitted contract abstract record. |
| Kind of Modification | 61 | May be blank in the PE1 record. In the PB1 record, must be alpha A through Z, including I and O. |
| Reserved | 62-63 | Blank. |
| Identity Code: Abstract Recipient ADP Point | 64-69 | Must be a valid DoDAAC. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|----------------------------|--------------------------------|---|
| Date of Signature: | 70-76 | May be blank in the PE1 record. In the PB1 record, must be structured as shown below. |
| Year | (70-71) | Numeric year. |
| Month | (72-74) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP , OCT, NOV, DEC. |
| Day | (75-76) | Applicable day for the month in rp 72-74. |
| Numbering: Record Count | 77-80 | Numeric. |

APPENDIX E11

SHIPMENT PERFORMANCE NOTICE SUPPLIES LINE ITEM

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--------------------------|--------------------------------|--|
| Document Identifier | 1-3 | PJJ . |
| PIIN: | 4-16 | Must match the contract number to which it applies. |
| Purchasing Office | (4-9) | A six position DFARS, appendix N code. |
| Fiscal Year | (10-11) | Numeric. |
| Type of Instrument | (12) | A, C-H, K-M, P, S, V, or W. |
| Serial Number | (13-16) | Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-22 and rp 15-16: 01-99. I and O cannot be used. |
| SPIIN: Call/Order | 17-20 | When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank. |
| CLIN or ELIN: | 21-26 | Must match the contract line to which it applies. |
| CLIN | (21-24) | 0001-9999. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|-------------------------------|--------------------------------|--|
| ELIN | (21-24) | Rp 21 must an be alpha and rp 22-24 may be any alphanumeric combination. I and O cannot be used. |
| CLIN/ELIN Subline | (25-26) | AA-ZZ or blank. I and O cannot be used. |
| Identity Code: Ship-To | 27-32 | Must match the contract line to which it applies. If rp 27 is B, D, P, K, or T, do not validate. If rp 27 is code U and 28-32 is blank, do not validate. Otherwise, must be a valid DoDAAC . |
| Identity Code: Mark-For | 33-38 | Must match the contract line to which it applies. If rp33 is B, D, P, K, T, or Y, do not validate. Otherwise, must be either a valid DoDAAC or blank. |
| Date Shipped: | 39-45 | |
| Year | (39-40) | Numeric year, with a possible X-overpunch in rp 39. |
| Month | (41-43) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC. |
| Day | (44-45) | Applicable day for the month in rp 41-43. |
| Quantity: Quantity Shipped | 46-51 | Numeric. |
| Shipment Identification Data: | 52-59 | |
| Shipment Number | (52-58) | 52-54 alpha; 55-58 alphanumeric. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|-----------------------------------|--------------------------------|---|
| Shipment Number Suffix | (59) | Z or blank. |
| Mode of Shipment | 60 | Alphanumeric, except numerics one and zero are excluded. |
| Contract Shipment Advice | 61 | A-H or Z. |
| Stock Number or MILSTRIP Data: | 62-76 | |
| For Navy or DLA, Stock Number | (62-74) | Alphanumeric. |
| Reserved | (75-76) | Blank. |
| For Army or AF, MILSTRIP Data | [62-76] | Field may be blank or validated as follows: |
| Service | (62) | A-F, H, J-N, P-W, Z, or ()-9. |
| Requisitioner | (63-67) | Must be filled. |
| Ordinal Date: | [68-71] | |
| Year of Decade | (68) | 0-9 . |
| Day of Year | (69-71) | 001-365 (366 for leap year) . |
| Serial Number | (72-75) | A-Z or 0-9. |
| MILSTRIP Suffix | (76) | Z or blank. |
| Transaction Date | 77-79 | 001-365 (366 for leap year) . |
| Transaction Status Indicator | 80 | C, G, H, L, P, Q, S, T, or blank. |

APPENDIX E12

SHIPMENT PERFORMANCE NOTICE SERVICES LINE ITEM

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--------------------------|--------------------------------|--|
| Document Identifier | 1-3 | PJR. |
| PIIN: | 4-16 | Must match the contract number to which it applies. ." |
| Purchasing Office | (4-9) | A six position DFARS, appendix N code. |
| Fiscal Year | (10-11) | Numeric. |
| Type of Instrument | (12) | A, C-H, K-M, P, S, V, or W. |
| Serial Number | (13-16) | Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-Z Z and rp 15-16: 01-99. I and O cannot be used. |
| SPIIN: Call/Order | 17-20 | When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank. |
| CLIN or ELIN: | 21-26 | Must match the contract line to which it applies. |
| CLIN | (21-24) | 0001-9999. |
| ELIN | (21-24) | Rp 21 must be an alpha and rp 22-24 may be any alphanumeric combination. I and O cannot be used. |

| <u>Data Element Name</u> | <u>Record Position(s)</u> | <u>Data Entries</u> |
|--|---------------------------|--|
| CLIN/ELIN Subline | (25-26) | AA-ZZ or blank. I and O cannot be used. |
| Identity Code: Performed-At | 27-32 | Must be a valid DoDAAC . |
| Reserved | 33-38 | Blank. |
| Date Completed: | 39-45 | |
| Year | (39-40) | Numeric year, with a possible X-overpunch in rp 39. |
| Month | (41-43) | JAN, FEB, MAR, APR, MAY JUN, JUL, AUG, SEP, OCT, NOV, DEC. |
| Day | (44-45) | Applicable day for month in rp 41-43. |
| Reserved | 46-51 | Blank. |
| Shipment Identification Data: Shipment Number | 52-58 | 52-54 alpha; 55-58 numeric. |
| Reserved | 59-60 | Blank. |
| Contract Shipment Advice | 61 | A-H or Z. |
| Text: Description of Services | 62-79 | No validation. |
| Transaction Status Indicator | 80 | C or blank. |

APPENDIX E13

ACCEPTANCE ALERT

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|---|--------------------------------|--|
| Document Identifier | 1-3 | PK5 . |
| PIIN: | 4-16 | Must match the contract number to which it applies. |
| Purchasing Office | (4-9) | A six position DFARS, appendix N code. |
| Fiscal Year | (10-11) | Numeric. |
| Type of Instrument | (12) | A, C-H, K-M, P, S, V, or W. |
| Serial Number | (13-16) | Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used. |
| SPIIN: Call/Order | 17-20 | When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank. |
| Identity Code: Contract Administration ADP Point | 21-26 | Must be a valid DoDAAC. |
| Identity Code: Ship-To | 27-32 | Must match the contract line to which it applies. If rp 27 is B, D, P, K, or T, do not validate. If rp 27 is code U and 28-32 are |

| <u>Data Element Name</u> | <u>Record Position(s)</u> | <u>Data Entries</u> |
|-------------------------------|---------------------------|--|
| | | blank do not validate. Otherwise, must be a valid DoDAAC. |
| Shipment Identification Data: | 33-40 | |
| Shipment Number | (33-39) | 33-35 alpha; 36-39 alphanumeric. |
| Shipment Number Suffix | (40) | Alpha or blank. |
| CLIN or ELIN: | 41-46 | Must match the contract line to which it applies. |
| CLIN | (41-44) | 0001-9999. |
| ELIN | (41-44) | Rp 41 must be an alpha and rp 42-44 may be any alphanumeric combination. I and O cannot be used. |
| CLIN/ELIN Subline | (45-46) | AA-ZZ or blank. I and O cannot be used. |
| Quantity: Quantity Shipped | 47-54 | Numeric. |
| Purchase Unit | 55-56 | Alpha. |
| Stock Number | 57-69 | No validation. |
| Date Shipped: | 70-76 | |
| Year | (70-71) | Numeric year, with a possible X-overpunch in rp 70. |
| Month | (72-74) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC. |
| Day | (75-76) | Applicable day for the month in rp 72-74. |

8-10-11

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|--------------------------------|---------------------------|
| Procurement Quality Assurance (PQA) Site | 77 | D or S. |
| Special Contract Provision: Liquidation Damages Clause | 78 | A or blank. |
| Cash Discount St ipulat ion | 79 | D or N. |
| Transaction Status Indicator | 80 | May be 1, 2, E, or blank. |

APPENDIX E14

ACCEPTANCE REPORT

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|--------------------------------|---|
| Document Identifier | 1-3 | PKN, when PK5 has been received; or PKP, when PK5 has not been received. |
| PIIN: | 4-16 | Must match the contract number to which it applies. |
| Purchasing Office | (4-9) | A six position DFARS, appendix N code. |
| Fiscal Year | (10-11) | Numeric. |
| Type of Instrument | (12) | A, C-H, K-M, P, S, V, or W. |
| Serial Number | (13-16) | Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used. |
| SPIIN: Call/Order | 17-20 | When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four posi- t ions, alphanumeric. Otherwise, leave blank. |
| Identity Code: Contract Administration ADP Point | 21-26 | Must be a valid DoDAAC. |

| <u>Data Element Name</u> | <u>Record Position(s)</u> | <u>Data Entries</u> |
|--|---------------------------|---|
| Identity Code: Ship-To | 27-32 | Must match the contract line to which it applies. If rp 27 is B, D, P, K, or T and 28-32 are blank, do not validate. Otherwise, must be a valid DoDAAC. |
| Shipment Identification Data: | 33-40 | |
| Shipment Number | (33-39) | 33-35 alpha; 36-39 alphanumeric. |
| Shipment Number Suffix | (40) | Alpha or blank. |
| CLIN or ELIN | 41-46 | Must match the contract line to which it applies. |
| CLIN | (41-44) | 0001-9999. |
| ELIN | (41-44) | Rp 41 must be an alpha and rp 42-44 may be any alphanumeric combination. I and O cannot be used. |
| CLIN/ELIN Subline | (45-46) | AA-ZZ or blank. I and O cannot be used. |
| Quantity: Quantity Shipped | 47-54 | Numeric |
| Purchase Unit | 55-56 | Alpha. |
| Quantity: Quantity Accepted | 57-64 | Numeric. Zero fill, if necessary. Do not leave blank. |
| Shipment/Acceptance Discrepancy Explanation | 65 | D, E, M-O, S-U, W, X, or blank. |
| Actual/Estimated Acceptance Date: | 66-72 | Blank only when rp 65 is code U. Otherwise, must be filled, with a possible X-overPunch in rp 66. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|---------------------------------|--------------------------------|--|
| Year | (66-67) | Numeric year. |
| Month | (68-70) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG; SEP , OCT, NOV, DEC. |
| Day | (71-72) | Applicable day for the month in rp 68-70. |
| Date Delivered/ Offered: | 73-79 | Blank when rp 65 is coded U. |
| Year | (73-74) | Numeric year. |
| Month | (75-77) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC. |
| Day | (78-79) | Applicable day for the month in rp 75-77. |
| Transaction Status Indicator | 80 | A, C, D, or blank. When coded D, rp 57-64 must be zero filled and rp 66-72 must be filled. |

APPENDIX E15

STOCK NUMBERED RDF

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--------------------------|----------------------------|--|
| Document Identifier | 1-3 | PJA. |
| PIIN: | 4-16 | Must match the contract number to which it applies. |
| Purchasing Office | (4-9) | A six position DFARS, appendix N code. |
| Fiscal Year | (10-11) | Numeric. |
| Type of Instrument | (12) | A, C-H, K-M, P, S, V, or W. |
| Serial Number | (13-16) | Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used. |
| SPIIN: Call/Order | 17-20 | When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank. |
| CLIN or ELIN | 21-26 | Must match the contract line to which it applies. |
| CLIN | (21-24) | 0001-9999. |
| ELIN | (21-24) | Rp 21 must be alpha and rp 22-24 may be any alphanumeric combination. I and O cannot be used. |

| <u>Data Element Name</u> | <u>Record Position(s)</u> | <u>Data Entries</u> |
|--|---------------------------|--|
| CLIN/ELIN Subline | (25-26) | AA-ZZ or blank. I and O cannot be used. |
| Identity Code: Ship-To | 2?-32 | Must match the contract line to which it applies. If rp 27 is B, D, P, K, or T, do not validate. If rp 27 is code U and 28-32 are blank, do not validate. Otherwise, must be a valid DoDAAC. |
| Delivery Schedule Date: | 33-39 | |
| Year | (33-34) | Numeric year. |
| Month | (35-37) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC. |
| Day | (38-39) | Applicable day for the month in rp 35-37. |
| Quantity: RDF Delivery Schedule Quantity | 40-47 | Numeric. |
| Contract Delivery Date Revision Agent | 48 | G, K, or U. |
| Reason for Contract Delivery Date Revision | 49-50 | Rp 49 must be an alpha; rp 50 must be a numeric. |
| Forecast Delivery Date: | 51-57 | |
| Year | (51-52) | Numeric year. |
| Month | (53-55) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|---|--------------------------------|---|
| Day | (56-57) | Applicable day for the month in rp 53-.55. |
| CAO Recommendation Regarding Delayed Deliveries | 58 | A-H, J, or K. |
| Reserved | 59 | Blank. |
| Stock Number | 60-72 | Must be alphanumeric and match the contract line to which it applies. |
| Purchase Unit | 73-74 | Alpha. |
| Transaction Date: | 75-79 | |
| Month | (75-77) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP , OCT , NOV, DEC. |
| Day | (78-79) | Applicable day for the month in rp 75-77. |
| Transaction Status Indicator | 80 | A, C, D, or blank. |

APPENDIX E16

MILSTRIP DOCUMENT NUMBERED RDF

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--------------------------|--------------------------------|--|
| Document Identifier | 1-3 | PJB. |
| PIIN: | 4-16 | Must match the contract number to which it applies. |
| Purchasing Office | (4-9) | A six position DFARS, appendix N code. |
| Fiscal Year | (10-11) | Numeric. |
| Type of Instrument | (12) | A, C-H, K-M, P, S, V, or W. |
| Serial Number | (13-16) | Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-22 and rp 15-16: 01-99. I and O cannot be used. |
| SPIIN: Call/Order | 17-20 | When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank. |
| CLIN or ELIN | 21-26 | Must match the contract line to which it applies. |
| CLIN | (21-24) | 0001-9999. |
| ELIN | (21-24) | Rp 21 must be alpha and rp 22-24 may be any alphanumeric combination. I and O cannot be used. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|----------------------------|--|
| CLIN/ELIN Subline | (25-26) | AA-ZZ or all blank. I and O cannot be used. |
| Identity Code: Ship-To | 27-32 | Must match contract line to which it applies. If rp 27 is B, D, P, K, or T, do not validate. If rp 27 is code U and 28-32 are blank, do not validate. Otherwise, must be a valid DoDAAC. |
| Delivery Schedule Date: | 33-39 | |
| Year | (33-34) | Numeric year. |
| Month | (35-37) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP , OCT, NOV, DEC. |
| Day | (38-39) | Applicable day for the month in rp 35-37. |
| Quantity: RDF Delivery Schedule Quantity | 40-47 | Numeric. |
| Contract Delivery Date Revision Agent | 48 | G, K, or U. |
| Reason for Contract Delivery Date Revision | 49-50 | Rp 49 must be alpha; rp 50 must be numeric. |
| Forecast Delivery Date: | 51-57 | |
| Year | (51-52) | Numeric year. |
| Month | (53-55) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP , OCT, NOV, DEC. |

| <u>Data Element Name</u> | <u>Record Position(s)</u> | <u>Data Entries</u> |
|---|-------------------------------|--|
| Day | (56-57) | Applicable day for the month in rp 53-55. |
| CAO Recommendation Regarding Delayed Deliveries | 58 | A-H, J, or K. |
| MILSTRIP Data: | 59-73 | Must match the contract line to which it applies. |
| Service | (59) | A-F, H, J-N, P-W, Z, or 0-9. |
| Requisitioner | (60-64) | Must be filled. |
| Ordinal Day: | (65-68) | |
| Year of Decade | (65) | 0-9. |
| Day of Year | (66-68) | 001-365 (366 for leap year). |
| Serial Number | (69-72) | A-Z or 0-9. |
| MILSTRIP Suffix | (73) | If filled, rp 59-72 must be filled. |
| Reserved | 74 | Blank. |
| Transaction Date: | 75-79 | |
| Month | (75-77) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC. |
| Day | (78-79) | Applicable day for the month in rp 75-77. |
| Transaction Status Indicator | 80 | A, C, D, or blank. |

APPENDIX E17

ACCOUNTING CLASSIFICATION HEADER RECORD

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|------------------------------|--------------------------------|--|
| Document Identifier | 1-3 | PV1 . |
| PIIN: | 4-16 | Must match the cent ract number to which it applies. |
| Purchasing Office | (4-9) | A six position DFARS, appendix N code. |
| Fiscal Year | (10-11) | Numeric. |
| Type of Instrument | (12) | A, C-H, K-M, P, S, V, or W. |
| Serial Number | (13-16) | Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used. |
| SPIIN: Call/Order | 17-20 | When required, it must match the master file for this contract. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank. |
| ACRN | 21-22 | Must be alphanumeric and match the contract funds applicable to the payment. I and O cannot be used. |
| Numbering: Voucher Number | 23-28 | Alphanumeric. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|--------------------------------|---|
| Numbering: Batch Sequence | 29 | Alphas. I and O cannot be used. |
| Accounting Classifi- cation Data: | 30-79 | Must agree with the Accounting Classification Data in the con- tract applicable to this pay- ment. |
| Appropriation | [30-39] | Must be authorized Appropriation Data and structured in accor- dance with appendix A12. |
| Department Identity | (30-31) | |
| Transfer Department | (32-33) | |
| Appropriation Fiscal Year (Beginning) | (34) | |
| Appropriation Fiscal Year (Ending) | (35) | |
| Appropriation Fund | (36-39) | |
| Limit/Subhead | (40-43) | <i>Must be an authorized I&nit/Subhead.</i> |
| Supplemental Accounting Classification | (44-79) | |
| Reserved | 80 | Blank. |

APPENDIX E18

DISBURSEMENT/COLLECTION RECORD

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--------------------------------------|--------------------------------|---|
| Document Identifier | 1-3 | PV2 . |
| PIIN | 4-16 | Must agree with the related PV1 record. |
| SPIIN: Call/Order | 17-20 | Must agree with the related PV1 record. |
| ACRN | 21-22 | Must agree with the related PV1 record. |
| Numbering: Voucher Number | 23-28 | Must agree with the related PV1 record. |
| Numbering: Batch Sequence | 29 | Alphas. I and O cannot be used. |
| Identity Code: CPN Recipient | 30-35 | Must be a valid DoDAAC. |
| Identity Code: Disbursing Officer | 36-41 | Must be a valid Disbursing symbol . |
| Voucher Date: | 42-48 | |
| Year | (42-43) | Numeric year. |
| Month | (44-46) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP , OCT, NOV, DEC. |
| Day | (47-48) | Applicable day for the month in rp 44-46. |
| Contract Payment Type | 49 | A-D, F, H, J-M, Q, R, or Z. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|--------------------------------|--|
| Country Code | 50-51 | Alpha. |
| Numbering: (Original) Voucher Number | 52-57 | Alphanumeric. |
| Contract Payment Deduction/Collection (Type of Collection) | 58 | D-H, Jr N, P-Z, or blank. |
| Amount: Gross Amount | 59-68 | Numeric. |
| Amount: Net Paid/Collected Amount | 69-78 | Numeric. |
| Contract Fund Reporting Transaction | 79 | C, when rp 58 contains a code; or D, when rp 58 is blank. |
| Reserved | 80 | Blank. |

APPENDIX E19

DEDUCTION RECORD

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|--------------------------------|---|
| Document Identifier | 1-3 | PV3 . |
| PIIN | 4-16 | Must agree with the related PV1 record. |
| SPIIN: Call/Order | 17-20 | Must agree with the related PV1 record. |
| ACRN | 21-22 | Must agree with the related PV1 record. |
| Numbering: Voucher Number | 23-28 | Must agree with the related PV1 record. |
| Numbering: Batch Sequence | 29 | Alphas. I and O cannot be used. |
| CLIN or ELIN: | 30-35 | Must match the contract line to which it applies. |
| CLIN | (30-33) | 0001-9999. |
| ELIN | (30-33) | Rp 30 must be alpha and rp 31-33 may be any alphanumeric combination. I and O cannot be used. |
| CLIN/ELIN Subline | (34-35) | AA-ZZ or blank. I and O cannot be used. |
| Reserved | 36-43 | Blank. |
| Contract Payment Deduction/Collection (Type. of Deduction) | 44 | D-H, J, N, or P-Z. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|--------------------------------|---|
| Amount: Deduct ion Amount | 45-54 | Numeric. |
| Plus/Minus | 55 | P or M. |
| Contract Payment Deduct ion/Collect ion (Type of Deduction) | 56 | D-H, J, N, P-Z, or blank. |
| Amount: Deduction Amount | 57-66 | Numeric. Must enter if entry in rp 56. |
| Plus/Minus | 67 | P or M. Must enter if entry in rp 56. |
| Cent ract Payment Deduct ion/Collect ion (Type of Deduction) | 68 | D-H, J, N, P-Z, or blank. |
| Amount: Deduct ion Amount | 69-78 | Numeric. Must enter if entry in rp 68 . |
| Plus/Minus | 79 | P or M. Must enter if entry in rp 68. |
| Reserved | 80 | Blank. |

APPENDIX E20

VARIANCE RECORD

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|------------------------------|--------------------------------|---|
| Document Identifier | 1-3 | PV4 . |
| PIIN | 4-16 | Must agree with the related PV1 record. |
| SPIIN: Call/Order | 17-20 | Must agree with the related PV1 record. |
| ACRN | 21-22 | Must agree with the related PV1 record. |
| Numbering: Voucher Number | 23-28 | Must agree with the related PV1 record. |
| Numbering: Batch Sequence | 29 | Alphas. I and O cannot be used. |
| Reserved | 30-43 | Blank. |
| CLIN or ELIN: | 44-49 | Required when rp 50 is P or Q and must match the related PV3 record. When rp 50 is A-E or T, leave blank. |
| CLIN | (44-47) | 0001-9999. |
| ELIN | (44-47) | Rp 44 must be alpha and rp 45-47 may be any alphanumeric combination. I and O cannot be used. |
| CLIN/ELIN Subline | (48-49) | AA-ZZ or blank. I and O cannot be used. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|---------------------------------|--------------------------------|---|
| Contract Obligation Variance | 50 | A-E, P, Q, or T. |
| Amount: Net Variance Amount | 51-60 | Numeric. |
| Plus/Minus | 61 | P or M. |
| CLIN/ELIN : | 62-67 | When applicable, it must match the related PV3 record. When rp 50 is A-E or T, leave blank. |
| CLIN | (62-65) | 0001-9999. |
| ELIN | (62-65) | Rp 62 must be alpha and rp 63-65 may be any alphanumeric combina- tion. 1 and 0 cannot be used. |
| CLIN/ELIN Subline | (66-67) | AA-ZZ or blank. I and. 0 cannot be used. |
| Contract Obligation Variance | 68 | A-E, P, Q, T, or blank. When rp 50 is A-E or T, leave blank. |
| Amount: Net Variance Amount | 69-78 | Blank when rp 68 is blank. Oth- erwise, numeric. |
| Plus/Minus | 79 | Blank when rp 68 is blank. Oth- erwise, P, or M. |
| Reserved | 80 | Blank. |

APPENDIX E21

LINE ITEM REPORT RECORD

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|---------------------------------|--------------------------------|--|
| Document Identifier | 1-3 | PV5 . |
| PIIN | 4-16 | Must agree with the related PV1 record. |
| SPIIN: Call/Order | 17-20 | Must agree with the related PV1 record. |
| ACRN | 21-22 | Must agree with the related PV1 record. |
| Numbering: Voucher Number | 23-28 | Must agree with the related PV1 record. |
| Numbering: Batch Sequence | 29 | Alphas. I and O cannot be used. |
| Shipment Identification Data: | 30-37 | |
| Shipment Number | (30-36) | Rp 30-32 must be alpha; rp 33-36 must be numeric. |
| Shipment Number Suffix | (37) | Z or blank. |
| Reserved | 38-39 | Blank. |
| Identity Code: S h i p - T o | 40-45 | Must match the contract line to which it applies. If rp 40 is B, D, P, K, or T, do not validate. If rp 40 is code U and 41-45 are blank, do not validate. Otherwise, must be a valid DoDAAC. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--|--------------------------------|---|
| Reserved | 46-53 | Blank. |
| Contract Payment Line Item Status | 54 | C or F. |
| Quantity: Expenditure Quantity | 55-62 | Numeric. |
| CLIN or ELIN: | 63-68 | Must match the related PV3 record. |
| CLIN | (63-66) | 0001-9999. |
| ELIN | (63-66) | Rp 63 must be an alpha and rp 64-66 may be any alphanumeric combination. I and O cannot be used. |
| CLIN/ELIN Subline | (67-68) | AA-ZZ or blank. I and O cannot be used. |
| Amount: Item Gross Amount | 69-78 | Numeric. |
| Contract Fund Reporting Transaction | 79 | C or D. |
| Reserved | 80 | Blank. |

APPENDIX E22

TEXT HEADER RECORD

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--------------------------------------|--------------------------------|--|
| Document Identifier | 1-3 | PVA . |
| Text: Record Legend | 4-20 | Enter the words "PAYMENT TEXT HDR" with a blank space in rps 11, 16, and 20. |
| Numbering: Item Count | 21-24 | Numeric. |
| Reserved | 25-28 | Blank. |
| Numbering: Batch Sequence | 29 | Alphas. I and O cannot be used. |
| Identity Code: CPN Recipient | 30-35 | Must be valid DoDAAC. |
| Identity Code: Disbursing Officer | 36-41 | Must be a valid Disbursing symbol . |
| Numbering: Batch Serial Number | 42-44 | Alphanumeric. |
| Reserved | 45-57 | Blank. |
| Amount: Collected Amount | 58-68 | Numeric. |
| Amount: Disbursed Amount | 69-79 | Numeric. |
| Transaction Status Indicator | 80 | F or blank. |

APPENDIX E23

CONTRACT COMPLETION STATEMENT

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--------------------------------------|--------------------------------|--|
| Document Identifier | 1-3 | PK9 . |
| PIIN: | 4-16 | Must mat ch the cent ract number to which it applies. |
| Purchasing Office | (4-9) | A six position DFARS, appendix N code. |
| Fiscal Year | (10-11) | Alphanumeric. Normally, numeric, except when X-over-punched for cancellation. |
| Type of Instrument | (12) | A, C-H, K-M, P, S, V, or W. |
| Serial Number | (13-16) | Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used. |
| SPIIN: | 17-22 | When required, it must match the master file for this procurement instrument. |
| Call/Order | (17-20) | If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank. |
| Call/Order Modif i cat ion Number | (21-22) | When applicable, must be any combination of alphanumerics. I and O cannot be used. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|-------------------------------------|----------------------------|---|
| Cent ract Modification Number | (17-22) | When applicable, if the Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P and rp 18-22 must be alphanumeric. |
| Identity Code: Administered By | 23-28 | Must be a valid DoDAAC. |
| Identity Code: Purchasing Office | 29-34 | Must be a valid DoDAAC. |
| Blank | 35-80 | When rp 10 is X-overpunched, then rp 35-80 will be blank; otherwise, continue as below. |
| Amount: Unliquidated Amount | 35-42 | Numeric or blank. |
| Contract Closeout Group | 43 | A, B, C, or D. |
| Reserved | 44 | Blank. |
| Date Physically Completed: | 45-51 | |
| Year | (45-46) | Numeric year. |
| Month | (47-49) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP , OCT, NOV, DEC. |
| Day | (50-51) | Applicable day for the month in rp 47-49. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--------------------------------------|--------------------------------|--|
| Date of Final Payment: | 52-58 | Blank when rp 43 is code A; otherwise, continue as shown below. |
| Year | (52-53) | Numeric year. |
| Month | (54-56) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC. |
| Day | (57-58) | Applicable day for the month in rp 54-56. |
| Date Contract Completed: | 59-65 | Blank when rp 43 is code A; otherwise, continue as shown below. " |
| Year | (59-60) | Numeric year. |
| Month | (61-63) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP , OCT, NOV, DEC. |
| Day | (64-65) | Applicable day for the month in rp 61-63. |
| Identity Code: Disbursing Officer | 66-71 | Must be a valid Disbursing Symbol, or may be blank if rp 43 is code A. |
| Numbering: Voucher Number | 72-77 | Alphanumeric, or may be blank if when rp 43 is code A. |
| Reserved | 78-79 | Blank. |
| Transaction Status Indicator | 80 | F or J. |

APPENDIX E24

UNCLOSED CONTRACT STATUS

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--------------------------------|--------------------------------|---|
| Document Identifier | 1-3 | PKX. |
| PIIN: | 4-16 | Must match the contract number to which it applies. |
| Purchasing Office | (4-9) | A six position DFARS, appendix N code. |
| Fiscal Year | (10-11) | Numeric. Normally, numeric, except when X-overpunched for cancellation. |
| Type of Instrument | (12) | A, C-H, K-M, P, S, V, or W. |
| Serial Number | (13-16) | Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-22 and rp 15-16 : 01-99. I and O cannot be used. |
| SPIIN: | 17-22 | When required, it must match the master file for this procurement instrument. |
| Call/Order | (17-20) | If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, rp 17-20 is blank. |
| Call/Order Modification Number | (21-22) | When applicable, must be any combination of alphanumerics. I and O cannot be used. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|-------------------------------------|----------------------------|---|
| Contract Modification Number | (17-22) | When applicable, if the Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P and rp 18-22 must be alphanumeric. |
| Reserved | 23-24 | Blank. |
| Identity Code: Administered By | 25-30 | Must be a valid DoDAAC. |
| Identity Code: Purchasing Office | 31-36 | Must be a valid DoDAAC. |
| Identity Code: Contractor | 37-42 | Rp 37 must be blank. Rp 38-42 must be valid CAGE code. |
| Contract Close-out Group | 43 | A, B, C, or D. |
| Reserved | 44 | Blank. |
| Date Physically Completed: | 45-51 | |
| Year | (45-46) | Numeric year. |
| Month | (47-49) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC. |
| Day | (50-51) | Applicable day for the month in rp 47-49. |
| Date of Final Payment: | 52-58 | Blank when rp 43 is code A; otherwise, continue as shown below. |
| Year | (52-53) | Numeric year. |
| Month | (54-56) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP , OCT , NOV, DEC. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|---|--------------------------------|--|
| Day | (57-58) | Applicable day for the month in rp 54-56 . |
| Estimated Completion Date: | 59-65 | |
| Year | (59-60) | Numeric year. |
| Month | (61-63) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP , OCT, NOV, DEC. |
| Day | (64-65) | Applicable day for the month in rp 61-63. |
| Reserved | 66-71 | Blank. |
| Reason for Delayed Closing of Contract File | 72 | 6 or 7, or any alpha, except that I and O cannot be used. |
| Reason for Delayed Closing of Contract File | 73 | 6 or 7, or any alpha, except that I and O cannot be used. |
| Reason for Delayed Closing of Contract File | 74 | 6 or 7, or any alpha, except that I and O cannot be used. |
| Transaction Date: | 75-79 | |
| Month | (75-77) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP , OCT , NOV, DEC. |
| Day | (78-79) | Applicable day for the month in rp 75-77 . |
| Reserved | 80 | Blank. |

APPENDIX E25

CONTRACT CLOSEOUT EXTENSION

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--------------------------------|----------------------------|--|
| Document Identifier | 1-3 | PKZ . |
| PIIN: | 4-16 | Must match the contract number to which it applies. |
| Purchasing Office | (4-9) | A six position DFARS, appendix N code. |
| Fiscal Year | (10-11) | Numeric. <i>Normally, numeric, except when X-overPunched for cancellation.</i> |
| Type of Instrument | (12) | A, C-H, K-M, P, S, V, or W. |
| Serial Number | (13-16) | Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used. |
| SPIIN: | 17-22 | When required, it must match the master file for this procurement instrument. |
| Call/Order | (17-20) | If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, rp 17-20 is blank. |
| Call/Order Modification Number | (21-22) | When applicable, must be any combination of alphanumerics. I and O cannot be used. |

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|-------------------------------------|----------------------------|---|
| Contract Modification Number | (17-22) | When applicable, if the Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P and rp 18-22 must be alphanumeric. |
| Identity Code: Administered By | 23-28 | Must be a valid DoDAAC. |
| Identity Code: Purchasing Office | 29-34 | Must be a valid DoDAAC. |
| Reserved | 35-42 | Blank. |
| Contract Closeout Group | 43 | A, B, C, or D. |
| Reserved | 44 | Blank. |
| Date Physically Completed: | 45-51 | |
| Year | (45-46) | Numeric year. |
| Month | (47-49) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC. |
| Day | (50-51) | Applicable day for the month in rp 47-49. |
| Reserved | 52-58 | Blank. |
| Extended Closeout Date: | 59-65 | |
| Year | (59-60) | Numeric year. |
| Month | (61-63) | JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC. |

678

| <u>Data Element Name</u> | <u>Record Position (s)</u> | <u>Data Entries</u> |
|--------------------------|--------------------------------|--|
| Day | (64-65) | Applicable day for the month in rp 61-63. |
| Reserved | 66-80 | Blank. |